

Request for Proposals

Development Planning Coordinator

Due: September 4, 2020 at 5:00 p.m. PT



REQUEST FOR PROPOSALS: DEVELOPMENT PLANNING COORDINATOR

This Request for Proposals (RFP) consists of 7 pages beginning with this one.

Housing Authority of City of San Buenaventura (HACSB) is soliciting proposals for a Development Coordinator for a Choice Neighborhoods Planning process. Proposals will be accepted no later than **5:00 PM PT, September 4, 2020**. Proposals received after this time will not be accepted. See *3.3 Submission of the Response*.

Mark all documents **RFP DEVELOPMENT PLANNING COORDINATOR**. Email all documents to:

sspampanato@hacityventura.org

Stephanie J Spampanato, Community Services Manager
Housing Authority of the City of San Buenaventura
995 Riverside Street, Ventura, CA 93001

Proposals must be manually signed on this form in the space provided below and transmitted with response.

Please submit **one (1) digital PDF file**.

I have read the terms and conditions of this RFP and submit for consideration the attached proposal.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Company Name: _____ **Federal Employer Identification Number:** _____

Company Telephone Number: _____

Company Address: _____ **City, State, Zip Code:** _____

Email Address: _____

Authorized Signer's Full Name and Title: _____

Authorized Signature and Date: _____



1.1 REQUEST FOR INFORMATION OVERVIEW

Project Name: Development Planning Coordinator

1.2 Release Date: August 27, 2020

RFP Due Date: 5:00 PM PT, September 4, 2020

1.3 Definitions

Contractor means each successful respondent awarded a contract.

Authority means the Housing Authority of the City of San Buenaventura.

HACSB means Housing Authority of the City of San Buenaventura.

Proposer/vendor/respondent/candidate means a firm submitting a response to this RFP.

RFP means Request for Proposal.

1.4 Scope of Services Sought

HACSB will serve as the Applicant for a 2020 HUD Choice Neighborhoods Planning Grant. The Authority seeks a qualified coordinator to assist in conducting the planning activities described in the HUD NOFA, with a detail-oriented work style who thrive on problem-solving, multi-tasking, meeting deadlines, facilitating diverse teams, and submitting high-quality work products. The successful candidate must have the ability to respond to complex planning initiatives, federal grant application requirements, and align the components to the Authority's initiatives and organizational structures. The selected Candidate will be intimately familiar with living by calendars and things-to-do lists. Successful candidates will have the ability to lead and/or support teams in rolling up their collective sleeves to produce high-quality, winning proposals in a short time period.

Successful candidates should have a knack for relationship building and the ability to maximize team members' strengths. Successful candidates must demonstrate the ability to draft documents based on interviews, research, documents and other resources. Planning and grant development work also includes editing, formatting and timely submission of final plans and proposals. Successful candidates will be able to complete high-quality planning initiatives documents that are submitted in a timely fashion and will exhibit effective engagement of stakeholders as defined by the Authority for each project.

The qualifications are as follows:

- 1) Candidates must be a Certified Community Based Development Organization (CBDO).
- 2) Candidates must have a minimum of 3 years of experience working on neighborhood revitalization projects.



- 3) Candidates must be a designated Community Development Corporation (CDC).
- 4) Candidates must be an IRS-designated 501c3 organization.
- 5) Candidates must serve the westside of the City of Ventura.
- 6) Candidates must be located within the City of Ventura Neighborhood Revitalization Strategy Area (NRSA).
- 7) Candidates must demonstrate an ongoing working relationship with City of Ventura Community Development Department.
- 8) Candidates must have sufficient flexible staff capacity to work with residents, businesses, anchor institutions, and community groups at times and locations when those target populations area available.
- 9) Candidates must have the communication infrastructure for outreach and dissemination of information.

The duration of the project will be 24 months beginning on the date designated by HUD.

1.5 Equitable and Diverse Local Participation

HACSB subscribes to the concept of working with locally-controlled, resident-led organizations and fully complies with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

To further support these policies and practices, the Authority will make every effort to ensure the maximum practicable opportunity to participate in the Choice Neighborhoods project in contracting and in the procurement of goods, professional services, and supplies.

Candidates are encouraged to indicate in their RFP response the diverse and representative nature of their Board of Directors and staff.

2.0 ABOUT THE AUTHORITY

It is expected that the successful candidate will establish a strong partnership with HACSB. As a strong partner, the successful candidate will need to become fully acquainted with HACSB. HACSB is a City-designated Public Housing Authority (PHA).

More information on HACSB can be found at www.hacityventura.org.

3.1 INSTRUCTIONS TO THE CANDIDATE

3.2 Communication/Questions

Candidates are expected to raise any questions, or additions they have concerning the RFP document as soon



as they become aware of them. Any questions or requests for clarifications must be directed **in writing** to kgotzler@hacityventura.org. The subject line of the email must be labeled **“RFP PLANNING & GRANT WRITING QUESTION.”**

The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

Milestone	Date
Issue RFP	8/27/20
Deadline for Submission of Written Questions	9/2/20
Proposal Due Date	9/4/20
Proposal Evaluations and Negotiations	9/7/20

3.3 Submission of the Response

Respondent must email **one (1) PDF file** to: sspampanato@hacityventura.org

3.4 Evaluation Criteria

HACSB Choice Neighborhoods team will evaluate proposers’ responses to each of the RFP requirements. Each response will be reviewed, discussed, evaluated, and ranked by each of the committee members. Proposals should be complete on their face. However, after opening of responses, HACSB reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. HACSB may or may not require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists.

Proposals will be ranked based on the following criteria:

Criteria	Description	Points
Responsiveness	Compliance with proposal submission requirements.	Pass/Fail
Signed Cover Page	Proposer must submit the cover page signed by an authorized signatory.	Pass/Fail
Cost Proposal Form	The cost must be set forth on the Cost Proposal Form (Exhibit A) or will not be considered responsive and will not be reviewed.	Pass/Fail
Conflicts of Interest	Identify and explain any potential conflicts of interest.	Pass/Fail
Candidate References	Satisfaction of past customers as determined through customer references.	20%



Proposer's Qualifications/ Experience with Like Projects	Describe your previous experiences leading initiatives, including development of U.S. Dept of Housing & Urban Development, California Housing and Community Development & City of Ventura Dept of Community Development private foundations grants.	20%
Statement of Familiarity with HACSB	Explain your knowledge and understanding of the Authority	10%
Experience with Community Partners	Detail your experiences engaging community partners for a specific purpose.	20%
Community Development and Neighborhood Revitalization	Explain how you ensure that your knowledge of Community Development and Neighborhood Revitalization strategies remains current.	10%
Cost	Pricing of proposed services must be quoted on a per grant and/or per hour basis on Cost Proposal Worksheet (Exhibit A).	20%

Qualified respondents will receive a "Pass" determination on the first four (4) criteria and 80% or higher total on the remainder of criteria.

PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined will not be considered. The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (*i.e.* expensive artwork) beyond that sufficient to present a complete and effective response are not necessary or desired. Additional data can be provided in appendices. Quality, not quantity, is desired.

4.1 Response Organization

TAB A: Signed Cover Page

The cover page must be signed by a candidate representative authorized to make contractual obligations and submitted as Tab A of the response. Please include all contact information.

Failure to include this in your response will result in rejection of the RFP.

TAB B: RFP Response (Excluding Price) Section 1: Candidate References (20%)

Present your firm's proven track record by providing three client references. Please provide organization names and addresses, along with the names and phone numbers of the individual(s) you would propose



HACSB contact for references. These should ideally be projects at which your proposed candidates played a project manager role.

HACSB reserves the right to contact or visit any party listed as a reference that has previously used or is presently using your products or services in a manner similar to those being proposed. HACSB also reserves the right to use other sources to obtain information about the proposed products and services.

Section 2: Proposer’s Qualifications /Experience with Like Projects (20%)

Describe your previous experiences leading initiatives, including those for U.S. Department of HUD, California HCD, City of Ventura and private foundation grants.

Section 3: Statement of Familiarity with HACSB (10%)

Explain your knowledge and experience with HACSB.

Section 4: Past Experience with Community (20%)

Detail your past experience engaging community partners for a specific purpose.

Section 5: Continuing Knowledge of Community Development and Neighborhood Revitalization Strategies (10%)

Explain how you ensure that your industry knowledge remains current.

TAB C: RFP Response (Cost Proposal Worksheet) (20%)

You must fill out the Cost Proposal Worksheet (Exhibit A) with your pricing. Pricing must be quoted on a per project and/or per hour basis. If the Cost Proposal is not clear, you may ask questions as set for herein in section 3.1.

Failure to include your pricing on the Cost Proposal Worksheet (Exhibit A) will result in rejection of the RFI. Do NOT submit cost information in any other format.

TAB D: Designation of Information as "Confidential" or "Proprietary"

You may fill out and submit the attached “Request to Designate Information as Confidential or Proprietary” form if you seek to designate any portion of your response as confidential or proprietary.

TAB E: Additional Materials, Brochures, Etc.

Please only include relevant and necessary information.



5.0 Contracts

HACSB will not sign a candidate's forms or contracts. Unless otherwise indicated, awarded candidate will be required to sign HACSB's Professional Services Contract.

6.0 Appeals

Appeal may be filed at any time during the procurement process, but not later than 5 days after HACSB's notification of bid tabulation and award. Information on the written appeal process is available upon request.

Housing Authority of City of San Buenaventura

Request for Proposal (RFP) – Development Planning Coordinator

Respondent Name:

Costs submitted shall be all-inclusive, including but not limited to, salary costs, employment taxes, any and all travel costs, administration costs, overhead costs, required screenings, background checks, training, etc. Please clarify where necessary in order to give a clear picture of actual costs versus those that are additional if services are provided.

Rates must be guaranteed for at least 24-months.

Rates can be submitted per planning activity and/or per hour.

A range of prices is not acceptable (e.g. \$20.50/hour” is acceptable but “\$15.00-\$25.00/hour is not).

Cost Proposals must be on this completed Exhibit A form. Any modifications to this form or any other form submitted may be considered non-responsive. Any supplemental pricing information attached or referenced will not be considered.

Cost Component	Fee Amount	Additional Information

REQUEST TO DESIGNATE INFORMATION AS “CONFIDENTIAL” OR “PROPRIETARY”

The attached material submitted in response to the Development Planning Coordinator RFP includes proprietary and confidential information which qualifies as a trade secret or is otherwise material that can be kept confidential under the California Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when a contract is awarded and executed, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined as follows: “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

<u>Section</u>	<u>Page #</u>	<u>Topic</u>

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality or proprietary, and agrees to hold Housing Authority of City of San Buenaventura (HACSB) harmless for any costs or damages arising out of HACSB agreeing to withhold the materials.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. H A C S B considers other markings of confidential or proprietary in the proposal document to be insufficient. The undersigned agrees to hold HACSB harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Signature of Authorized Representative: _____

Name and Title of Authorized Representative: _____

Date: _____